

Message Text

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ACTION IO-13

INFO OCT-01 ISO-00 CIAE-00 COME-00 EB-07 INR-07 LAB-04

NSAE-00 SIL-01 /033 W

-----181659Z 080159 /43

R 181400Z JAN 77

FM USMISSION GENEVA

TO SECSTATE WASHDC 4585

UNCLAS SECTION 1 OF 4 GENEVA 0292

IO FOR CARROLL AND PALMER

PASS LABOR FOR SEGALL, QUACKENBUSH AND JOS. GOLDBERG (BLS)

PASS COMMERCE FOR ASST SECY BLACKWELL AND UPTON

E.O. 11652: N/A

TAGS: PLAB, ILO

SUBJECT: ILO: JOB DESCRIPTION FOR POSITION OF CHIEF OF MARITIME
WORKERS BRANCH

REF: (A) GENEVA 9725 (B) QUACKENBUSH-PFEIFFER TELCON OF
JANUARY 18

FOLLOWING IS TEXT OF SUBJECT JOB DESCRIPTION USED IN
CLASSIFICATION EXERCISE BY ILO. TEXT HAS BEEN SUPPLIED
BY ILO DDG JOHN MCDONALD, IS IN QUESTION AND ANSWER
FORMAT AND GIVES DETAILED AND CLEAR ACCOUNT OF WORK
DONE BY CHIEF OF MARITIME BRANCH:

BEGIN TEXT:

1. WHAT ARE THE DUTIES AND RESPONSIBILITIES OF THE POSITION?
(OUTLINE THE MAIN FUNCTIONS OF THE POSITION AND INDICATE IN
BROAD TERMS THE PER CENT OF TIME SPENT ON EACH DUTY.)

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DEVELOPMENT AND CONTROL OF THE MARITIME WORKERS' PROGRAMME.
THIS CONCERNS DIRECT RESPONSIBILITY FOR THE ILO PROGRAMME DE-
SIGN TO BRING ABOUT IMPROVED CONDITIONS OF WORK AND LIFE FOR
SEAFARERS, FISHERMEN, DOCKERS AND INLAND BOATMEN. SINCE 1919,
SEPARATE ILO MACHINERY HAS EXISTED TO DEAL WITH IMPROVING THE
CONDITIONS OF SEAFARERS. A DESCRIPTION OF THIS SPECIAL MACHINERY
AND OTHER MAIN DUTIES AND RESPONSIBILITIES OF THE POST IS GIVEN

BELOW:

(A) A BIPARTITE JOINT MARITIME COMMISSION COMPOSED OF 18 SHIP-OWNERS' AND 18 SEAFARERS' MEMBERS (5 DEPUTY SHIPOWNERS' MEMBERS AND 5 DEPUTY SEAFARERS' MEMBERS) NOMINATED BY THE EMPLOYERS' AND WORKERS' DELEGATES AT MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE. THE COMMISSION MEETS WHEN CONVENED BY THE GOVERNING BODY AND ADVISES IT ON MARITIME QUESTIONS. THE 21ST SESSION MET IN 1972; THE 22ND IS SCHEDULED TO MEET IN 1976. THE CHIEF OF THE MARITIME BRANCH SERVES AS "SECRETARY" TO THE COMMISSION AND IS RESPONSIBLE FOR MAINTAINING CONSTANT (AT LEAST WEEKLY, AND USUALLY MORE FREQUENT) CONTACT WITH THE LEADERS OF THE TWO GROUPS, AND DISCUSSING ILO MARITIME POLICY QUESTIONS WITH THEM (THESE DISCUSSIONS USUALLY TAKE PLACE IN LONDON SEVERAL TIMES A YEAR ON THE OCCASION OF VISITS TO ATTEND IMCO MEETINGS). THE MARITIME BRANCH IS RESPONSIBLE FOR PREPARING ALL REPORTS FOR SUBMISSION TO THE JOINT MARITIME COMMISSION EXCEPT THOSE CONCERNED WITH SAFETY AND SOCIAL SECURITY SUBJECTS. THESE ARE PREPARED UNDER THE RESPONSIBILITY OF THE CHIEF OF THE BRANCH, IN WHICH WORK HE USUALLY PARTICIPATES. THE REPORTS OF SESSIONS OF THE COMMISSION FOR SUBMISSION TO THE GOVERNING BODY ARE ALSO PREPARED UNDER HIS SUPERVISION OR BY HIM.

(B) PREPARATORY TECHNICAL MARITIME CONFERENCES. AS RECOMMENDED BY THE JOINT MARITIME COMMISSION, SUBJECTS WHICH ARE TO BE CONSIDERED BY MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE FOR THE POSSIBLE ADOPTION OF INTERNATIONAL LABOUR STANDARDS ARE, UNDER THE SINGLE-DISCUSSION PROCEDURE, USUALLY FIRST SUBMITTED TO A PREPARATORY TECHNICAL MARITIME CONFERENCE

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FOR PRELIMINARY CONSIDERATION. THE LAST SUCH SESSION WAS HELD IN 1969. THE NEXT IS SCHEDULED FOR 1975, WITH FIVE TECHNICAL ITEMS ON THE AGENDA. THE MARITIME BRANCH IS RESPONSIBLE FOR PREPARING ALL REPORTS FOR SUCH SESSIONS EXCEPT THOSE CONCERNED WITH SAFETY AND SOCIAL SECURITY QUESTIONS. THESE REPORTS, INCLUDING DRAFT CONCLUSIONS, ARE PREPARED UNDER THE RESPONSIBILITY OF THE CHIEF OF BRANCH, AND USUALLY WITH HIS PARTICIPATION. SUCH REPORTS USUALLY TAKE THE FORM OF LAW AND PRACTICE REPORTS PREPARED ON THE BASIS OF REPLIES OF GOVERNMENTS TO QUESTIONNAIRES. REPORTS OF SUCH SESSIONS FOR SUBMISSION TO THE GOVERNING BODY ARE PREPARED BY THE MARITIME BRANCH.

(C) MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE, INTERNATIONAL LABOUR CONVENTIONS AND RECOMMENDATIONS CONCERNING SEAFARERS ARE USUALLY ADOPTED AT SPECIAL MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE. THE MOST RECENT SUCH SESSION WAS HELD IN 1970; THE NEXT IS SCHEDULED FOR 1976. QUESTIONS ARE NORMALLY REFERRED TO IT FOR FINAL DISCUSSION BY THE PREPARATORY TECHNICAL MARITIME CONFERENCE, AND THE MARITIME BRANCH IS

RESPONSIBLE FOR PREPARING REPORTS FOR SUBMISSION, INCLUDING DRAFT INSTRUMENTS FOR POSSIBLE DISCUSSION, IN CO-OPERATION WITH THE OFFICE OF THE LEGAL ADVISER.

(D) AS REGARDS QUESTIONS CONCERNING THE CONDITIONS OF WORK AND LIFE OF FISHERMEN, DOCKERS AND INLAND BOATMEN, THE PREPARATORY STAGES ARE ALSO THE RESPONSIBILITY OF THE BRANCH, INCLUDING THE PREPARATION OF REPORTS TO THE COMMITTEE ON CONDITIONS OF WORK IN THE FISHING INDUSTRY, OR A PREPARATORY MEETING ON CONDITIONS OF DOCKERS OR INLAND BOATMEN, BUT FINAL ACTION IN RESPECT OF CONVENTIONS AND RECOMMENDATIONS IS TAKEN BY REGULAR SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE. THE LAST SUCH ACTION OCCURRED AT THE 1973 SESSION OF THE CONFERENCE, WHEN A CONVENTION AND RECOMMENDATION WERE ADOPTED CONCERNING DOCKERS. THE BRANCH IS RESPONSIBLE FOR THE PREPARATION OF REPORTS AND FOR THE TECHNICAL STAFFING OF THE APPROPRIATE CIBFEREBCE COMMITTEE.

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(E) THE BRANCH IS ALSO RESPONSIBLE FOR THE TECHNICAL REVIEW OF REPORTS FROM GOVERNMENTS ON THE APPLICATION OF MARITIME, FISHING AND DOCKERS' CONVENTIONS AND RECOMMENDATIONS UNDER ARTICLES 19 AND 22 OF THE CONSTITUTION.

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NSAE-00 SIL-01 /033 W
-----181658Z 080415 /43
R 181400Z JAN 77
FM USMISSION GENEVA
TO SECSTATE WASHDC 4586

UNCLAS SECTION 2 OF 4 GENEVA 0292

IO FOR CARROLL AND PALMER

PASS LABOR FOR SEGALL, QUACKENBUSH AND JOS. GOLDBERG (BLS)

PASS COMMERCE FOR ASST SECY BLACKWELL AND UPTON

(F) RELATIONS WITH OTHER INTERNATIONAL ORGANISATIONS. THERE ARE THREE STANDING JOINT COMMITTEES BETWEEN THE ILO AND OTHER SPECIALISED AGENCIES IN THE MARITIME FIELD: (I) JOINT ILO/WHO COMMITTEE ON THE HEALTH OF SEAFARERS (MOST RECENT SESSION, 1973); (II) JOINT IMCO/ILO COMMITTEE ON TRAINING (MOST RECENT SESSION, 1973); AND (III) THE JOINT FAO/ILO/IMCO MEETING OF CONSULTANTS ON SAFETY OF FISHING VESSELS (MOST RECENT SESSION, 1974). THE CHIEF OF BRANCH IS RESPONSIBLE FOR SUPERVISING THE PREPARATION OF ILO CONTRIBUTIONS TO THESE JOINT BODIES, AND FOR SERVING AS HEAD OF THE ILO SECRETARIAT AT THE MEETINGS. HE IS ALSO RESPONSIBLE FOR REPRESENTING THE ILO AT MEETINGS CONVENED BY THE OTHER INTERNATIONAL ORGANISATIONS WHICH HAVE A DIRECT BEARING ON THE ILO'S MARITIME WORK, E.G. IN RESPECT OF THE IMCO SUB-COMMITTEE ON STANDARDS OF TRAINING AND WATCHKEEPING (TWICE A YEAR) AND MARITIME SAFETY COMMITTEE (TWICE A YEAR); IN RESPECT OF FAO FISHING COMMITTEE, TRAINING SUB-COMMITTEE, ETC.

HE ALSO MAINTAINS FREQUENT CONTACT WITH THE HEAD OF THE TECHNICAL CO-OPERATION DIVISION OF IMCO CONCERNING JOINT IMCO/ILO PROJECTS AND FOR OTHER PURPOSES CONNECTED WITH THE AGREEMENT

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CONCERNING CO-OPERATION BETWEEN THE ILO AND IMCO IN THE TECHNICAL CO-OPERATION FIELD, WHICH HE HELPED TO FORMULATE AND NEGOTIATE. HE IS PRESENTLY THE ILO OFFICIAL MAINLY RESPONSIBLE, IN CO-OPERATION WITH IOB AND JUR AND THE CHIEF OF DEPARTMENT, IN NEGOTIATING AN UNDERSTANDING WITH THE SECRETARY-GENERAL OF IMCO CONCERNING THE TERMS OF REFERENCE AND RESPONSIBILITIES OF THE JOINT IMCO/ILO COMMITTEE ON TRAINING.

(G) COLLECTION AND DISSEMINATION OF INFORMATION. THE BRANCH COLLECTS ON A REGULAR BASIS ALL CURRENT INFORMATION CONCERNING THE SOCIAL AND ECONOMIC SITUATION OF THE FOUR INDUSTRIES, TO ENABLE IT TO DRAFT REPORTS AND REPLY TO NUMEROUS REQUESTS FOR INFORMATION OF THIS NATURE RECEIVED FROM OUTSIDE THE OFFICE.

(H) THE CHIEF IS RESPONSIBLE FOR CARRYING OUT CONCEPTUAL AND DEVELOPMENTAL WORK IN CONNECTION WITH THE PROGRAMME OF TECHNICAL CO-OPERATION, AND FOR SUPERVISING THE WORK OF OTHER OFFICIALS OF THE BRANCH IN IMPLEMENTING THE TECHNICAL CO-OPERATION PROGRAMMES IN THE MARITIME, PORTS, FISHING AND INLAND BOATMEN FIELDS. AT THE MOMENT, THE BRANCH HAS TECHNICAL RESPONSIBILITY

FOR THREE PROJECTS UNDER UNDP, THREE PROJECTS UNDER NORAD, ONE UNDER SIDA AND ONE UNDER DANIDA. IT IS EXPECTED THAT THIS PROGRAMME WILL EXPAND IN THE FUTURE. AS THE BRANCH HAS NO DECENTRALISED POSTS, TECHNICAL BACKSTOPPING FALLS ENTIRELY UPON THE BRANCH AT

HEADQUARTERS.

(I) AN IN-DEPTH REVIEW WAS CARRIED OUT UNDER THE RESPONSIBILITY OF THE CHIEF IN 1971.

IT IS DIFFICULT TO INDICATE THE PERCENTAGE OF TIME SPENT ON EACH MAIN ACTIVITY. SLIGHTLY LESS THAN 50 PER CENT IS SPENT ON PROGRAMME DEVELOPMENT AND CONTROL; 25 PER CENT ON RESERRCH, TECHNICAL REPORTS AND SPECIAL STUDIES AND ON COLLECTION AND DISSEMINATION OF INFORMATION; AND 25 PER CENT ON TECHNICAL MEETINGS, STANDARD-SETTING AND OTHER TECHNICAL AND ADMINISTRATIVE

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ACTIVITIES. WHEN REPORTS ARE BEING PREPARED FOR MEETINGS, ADDITIONAL TIME IS SPENT ON THIS ACTIVITY, AND DURING MEETINGS ON SECRETARIAL DUTIES ETC.

2. WHAT IS THE MINIMUM EDUCATION REQUIRED FOR THE JOB? (THIS IS NOT NECESSARILY THE INCUMBENT'S EDUCATION.)

UNIVERSITY DEGREE, PLUS SOME GRADUATE TRAINING.

3. WHAT IS THE MINIMUM EXPERIENCE REQUIRED TO BE ABLE TO PERFORM THE JOB? (THIS SHOULD NOT NECESSARILY REFLECT THE INCUMBENT'S BACKGROUND; INSTEAD, IT SHOULD BE THE LENGTH AND THE TYPE OF EXPERIENCE WHICH IS REQUIRED TO PERFORM FULLY THE JOB.)

EXTENSIVE PRACTICAL AND TECHNICAL EXPERIENCE IN AT LEAST SOME OF THE INDUSTRIES FOR WHICH THE BRANCH IS RESPONSIBLE, PLUS EXTENSIVE (AT LEAST TEN YEARS) EXPERIENCE IN THE ILO, OF WHICH THE MAJOR PORTION SHOULD BE IN THE MARITIME BRANCH. THIS IS NEEDED BECAUSE THE UNIQUE MARITIME MACHINERY DESCRIBED UNDER QUESTION 1 IS COMPLICATED, DIFFICULT AND ALL-COMPASSING. TO PERFORM PROPERLY, THE INCUMBENT MUST HAVE EXTENSIVE KNOWLEDGE AND EXPERIENCE OF THE ENTIRE PROGRAMME.

4. IN ORDER TO PERFORM THE JOB IS A DETAILED KNOWLEDGE REQUIRED OF OTHER JOBS WITHIN THE SECTION, BRANCH OR DEPARTMENT? IF SO PLEASE EXPLAIN BRIEFLY AND INDICATE WHICH JOBS.

A DETAILED KNOWLEDGE OF THE FOUR INDUSTRIES IS REQUIRED DUE TO THE FACT THAT THE BRANCH IS SMALL, AND THE CHIEF MUST BE ABLE NOT ONLY TO SUPERVISE THE WORK OF OTHERS WHO MAY BE MORE TECHNICALLY KNOWLEDGEABLE THAN HE IN CERTAIN ASPECTS OF THE PROGRAMME, BUT TO DO THE WORK AS WELL IF NEED BE. THE MOST DIFFICULT PROBLEMS ARISE IN RELATIONSHIPS BETWEEN THE ILO ON THE ONE HAND THE SHIPOWNERS' AND SEAFARERS' REPRESENTATIVES OF THE JOINT MARITIME COMMISSION ON THE OTHER, AS WELL AS WITH IMCO AND TO A LESSER EXTENT WITH FAO, WHO AND UNCTAD. THE INCUMBENT MUST ALSO,N

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OF COURSE, BE ABLE TO DRAW UP VIABLE PROGRAMME AND BUDGET PROPOSALS, WORK PERFORMANCE REPORTS AND LONG-TERM PLANS FOR SUBMISSION TO THE GOVERNING BODY.

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NSAE-00 SIL-01 /033 W
-----181658Z 080701 /43

R 181400Z JAN 77
FM USMISSION GENEVA
TO SECSTATE WASHDC 4587

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IO FOR CARROLL AND PALMER

PASS LABOR FOR SEGALL, QUACKENBUSH AND JOS. GOLDBERG (BLS)

PASS COMMERCE FOR ASST SECY BLACKWELL AND UPTON

5. WHO ASSIGNS THE WORK? (GIVE NAME AND GRADE.)

MOST OF THE WORK IS ASSIGNED BY THE PROGRAMME AND BUDGET, BY THE GENERAL PROGRAMME PROCEDURES AND, IN CERTAIN BASES, BY MR. SHAHEED, CHIEF OF THE DEPARTMENT, D.2, OR BY MEMBERS OF THE DIRECTORATE.

6. WHO PLANS THE WORK? (E.G. THE SUPERVISOR, THE INCUMBENT, SHARED BETWEEN THE TWO, ETC.) PLEASE EXPLAIN BRIEFLY.

THE INCUMBENT. THE CHIEF OF DEPARTMENT EXERCISES SUPERVISION ONLY WHEN EXTRA EXPENDITURE IS INVOLVED (MISSIONS), WHEN OVER-ALL OFFICE POLICY IS CONCERNED, OR WHEN A REPORT OR OTHER COMPLETED PROJECT IS REFERRED TO HIM FOR APPROVAL OR FOR REFERENCE TO OTHER PARTS OF THE OFFICE.

7. IN WHAT WAY AND HOW FREQUENTLY DOES THE SUPERVISOR CHECK THE

PROGRESS MADE ON WORK ASSIGNMENTS? SHOULD MAJOR PROBLEMS ARISE
WOULD THEY BE DISCUSSED AUTOMATICALLY WITH THE SUPERVISOR?

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THE CHIEF OF DEPARTMENT WOULD CHECK PROGRESS ONLY WHEN THE
MATTER CONCERNED OVER-ALL PROGRAMME AND BUDGET PROPOSALS,
PROGRAMME IMPLEMENTATION (ANNUALLY - BI-ANNUALLY), REPORTS ETC.
PERSONNEL PROBLEMS OF A MAJOR NATURE WOULD BE DISCUSSED WITH HIM,
AS WOULD OTHER PROBLEMS THAT COULD IMPEDE PROGRAMME PERFORMANCE
AS LAID DOWN IN THE PROGRAMME AND BUDGET. COMPLETED WORK ITEMS
SUCH AS REPORTS, MISSION REPORTS ETC. WOULD BE SUBMITTED TO THE
CHIEF OF DEPARTMENT FOR APPROVAL, INFORMATION OR FORWARDING
TO OTHER PARTS OF THE OFFICE.

8. WHO REVIEWS THE END PRODUCT OF YOUR WORK AND IN WHAT WAY?

THE CHIEF OF DEPARTMENT, AS EXPLAINED ABOVE. THE PROPOSED
PROGRAMME OF THE BRANCH IS DISCUSSED AT THE TIME OF DRAWING UP
BI-ANNUAL PROGRAMME AND BUDGET PROPOSALS. THE WORK OF THE
BRANCH IS REVIEWED IN PERFORMANCE REPORTS. INDIVIDUAL WORK
ITEMS ARE REVIEWED WHEN THEY REQUIRE CHIEF OF DEPARTMENT APPROVAL
(AS WITH REPORTS PREPARED FOR SUBMISSION TO MEETINGS), OR PASS
THROUGH HIM TO OTHER BRANCHES AND DEPARTMENTS IN THE OFFICE.

9. ARE ORAL OR WRITTEN INSTRUCTIONS GIVEN BY THE SUPERVISOR?
ARE SUCH INSTRUCTIONS DETAILED OR GENERAL? PLEASE GIVE EXAMPLES.

BOTH ORAL AND WRITTEN, AS INDICATED UNDER QUESTION 8. WRITTEN
INSTRUCTIONS WOULD INCLUDE THOSE OF A GENERAL OFFICE NATURE
ADDRESSED BY THE CHIEF OF DEPARTMENT TO BRANCH CHIEFS, SUCH AS
DISCUSSED IN DEPARTMENTAL MEETINGS OR IN INTER-DEPARTMENTAL
MEETINGS, OR WITH REGIONAL DIRECTORS, ETC. ORAL INSTRUCTIONS MAY
BE GIVEN PRIVATELY BY THE CHIEF OF DEPARTMENT IN RESPECT OF
MATTERS REFERRED TO HIM (MISSIONS, REPORTS, PERSONNEL MATTERS)
OR IN DEPARTMENTAL MEETINGS.

10. IS THE APPLICATION AND/OR INTERPRETATION OF REGULATIONS,
MANUALS, CODIFICATIONS OR OTHER GUIDELINES REQUIRED IN THE
JOB? IF SO, PLEASE SPECIFY WHICH GUIDELINES AND INDICATE TO
WHICH FUNCTIONS THEY REFER (THOSE OUTLINED IN YOUR REPLY TO
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QUESTION NO. 1).

NO, EXCEPT THOSE RELATED TO THE APPLICATION OF MARITIME

CONVENTIONS AND RECOMMENDATIONS AS REPORTED BY GOVERNMENTS IN PURSUANCE OF ARTICLES 19 AND 22 OF THE CONSTITUTION (IF THIS IS APPLICABLE TO THE QUESTION).

11. DOES THE SUBJECT MATTER OF THE JOB REQUIRE ANALYSIS OR ADAPTATION? IF SO, PLEASE EXPLAIN IN WHAT WAY.

REPORTS PREPARED FOR MEETINGS ARE USUALLY BASED UPON INFORMATION FURNISHED BY GOVERNMENTS IN REPLY TO QUESTIONNAIRES. THIS REQUIRES ANALYSIS AND THE DRAWING UP OF CONCLUSIONS. IT ALSO REQUIRES THE FORMULATION (IN CO-OPERATION WITH OFFICE OF THE LEGAL ADVISER) OF DRAFT INTERNATIONAL INSTRUMENTS (CONVENTIONS AND RECOMMENDATIONS). ANALYSES ARE ALSO MADE OF THE REPLIES OF GOVERNMENTS IN THEIR REPORTS ON THE APPLICATION OF CONVENTIONS AND RECOMMENDATIONS UNDER ARTICLES 19 AND 22 OF THE CONSTITUTION (IN MARIT - 35 CONVENTIONS AND 30 RECOMMENDATIONS).

12. WHAT PART OF THE WORK REQUIRES DEVELOPING NEW AND VARYING APPROACHES? PLEASE EXPLAIN BRIEFLY AND GIVE ONE OR TWO EXAMPLES.

NEW AND VARYING APPROACHES ARE DEVELOPED MAINLY AT THE TIME OF DRAWING UP THE LONG-TERM PLAN AND IN DRAWING UP PROJECT PROPOSALS FOR TECHNICAL CO-OPERATION PROJECTS.

AN EXAMPLE OF NEW APPROACHES. THE REPORT OF THE DIRECTOR-GENERAL TO MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE HAS USUALLY CONSISTED OF A REVIEW OF MAJOR DEVELOPMENTS IN THE INDUSTRY SINCE THE LAST SUCH SESSION WAS HELD, AND OF MARITIME ACTIVITIES OF THE ILO FOR THAT PERIOD. WE ARE NOW CONSIDERING THE POSSIBILITY OF DEVOTING THE REPORT PREPARED FOR THE 1976 SESSION OF THE CONFERENCE TO A TIMELY THEME SUCH AS HUMANISATION OF WORK AT SEA, OR HOW TO RETAIN SEAFARERS IN THE

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INDUSTRY. THIS WILL REQUIRE NEGOTIATIONS WITH AND APPROVAL FROM THE SHIPOWNERS' AND SEAFARERS' CHAIRMEN OF THE JOINT MARITIME COMMISSION, AS WELL AS WITH VARIOUS PARTS OF THE OFFICE AT THE HIGHEST LEVEL.

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INFO OCT-01 ISO-00 CIAE-00 COME-00 EB-07 INR-07 LAB-04
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R 181400Z JAN 77

FM USMISSION GENEVA
TO SECSTATE WASHDC 4588

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IO FOR CARROLL AND PALMER

PASS LABOR FOR SEGALL, QUACKENBUSH AND JOS. GOLDBERG (BLS)

PASS COMMERCE FOR ASST SECY BLACKWELL AND UPTON

13. DOES THE JOB COVER A NUMBER OF SUBJECTS IN A GENERAL WAY OR
CONVERSELY, DOES IT INVOLVE COSIDERABLE SPECIALISATION IN
A PARTICULAR SUBJECT? (PLEASE INDICATE WHICH SUBJECT(S).)

THE JOB INVOLVES RESPONSIBILITY FOR ALL ASPECTS (EXCEPT SAFETY
AND SOCIAL SECURITY) OF THE ILO'S WORK IN RESPECT OF SEAFARERS,
FISHERMEN, DOCKERS AND INLAND BOATMEN, INCLUDING THE PLANNING AND
EXECUTION OF SUCH WORK. DELICATE PROBLEMS ARISE, WHICH MUST BE
SOLVED BY THE INCUMBENT, IN RESPECT OF DEALINGS WITH THE TWO SIDES
OF THE INDUSTRY AND WITH OTHER INTERNATIONAL ORGANISATIONS SUCH
AS IMCO.

14. BRIEFLY DESCRIBE THE MOST COMPLEX TASK PERFORMED ON AN
ON-GOING BASIS.

THE MOST COMPLEX TASKS PERFORMED ARE THOSE CONCERNED WITH
THE PROGRAMMING EXERCISE, AND RELATIONS WITH THE EMPLOYERS, WORKERS
AND OFFICIALS OF OTHER INTERNATIONAL AGENCIES.

15. WHAT TYPE OF ERRORS OR OMISSIONS ARE POSSIBLE IN THE JOB AND
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WHAT WOULD BE THE CONSEQUENCES OF SUCH ERRORS OR OMISSIONS?

ERRORS OR OMISSIONS ARE POSSIBLE DURING INDEPENDENT CONSUL-
TATIONS WITH THE EMPLOYERS' AND WORKERS' ORGANISATIONS AND WITH
OFFICIALS IN OTHER SPECIALISED AGENCIES OR DURING REPRESENTATION
OF THE ILO AT THEIR MEETINGS. IF SUCH ERRORS OR OMISSIONS ARE
MADE, IT COULD HAVE A NEGATIVE EFFECT ON THE ILO MARITIME
PROGRAMME. ERRORS OF APPROACH OR POLICY MAY ALSO BE MADE IN
REPORTS TO BE SUBMITTED TO MEETINGS, WHICH CAN INFLUENCE ADVERSELY

THE ENTIRE MARITIME PROGRAMME OF THE OFFICE.

16. TO WHAT EXTENT DOES THE JOB REQUIRE PARTICIPATION IN DECISION MAKING THAT ESTABLISHES OFFICE OR ORGANISATION NORMS OR POLICIES? (EXPLAIN WHAT NORMS, POLICIES AND THE WAY OF PARTICIPATING.)

AS EXPLAINED UNDER QUESTION 1, THE JOB REQUIRES RESPONSIBILITY FOR THE DEVELOPMENT OF THE ILO'S MARITIME PROGRAMME, THROUGH ITS UNIQUE MARITIME MACHINERY FOR THE ADOPTION OF INTERNATIONAL CONVENTIONS AND RECOMMENDATIONS BY MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE.

17. IF THE JOB CARRIES RESPONSIBILITY FOR ILO PROPERTY, EQUIPMENT OR FUNDS, PLEASE SPECIFY THE PROPERTY OR EQUIPMENT INVOLVED AND INDICATE THE TYPE AND AMOUNT OF ITS FUNDS.

NOT APPLICABLE.

18. DOES THE JOB CARRY DIRECT RESPONSIBILITY FOR FUND RAISING OR PROGRAMME DEVELOPMENT? IF SO, PLEASE SPECIFY.

THE JOB INVOLVES RESPONSIBILITY FOR PROGRAMME DEVELOPMENT AND CONTROL FOR THE FOUR INDUSTRIES.

19. IF THE JOB CALLS FOR CONTACTS WITHIN THE DEPARTMENT OR WITH OTHER DEPARTMENTS OF THE OFFICE, PLEASE INDICATE HOW THESE UNCLASSIFIED

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CONTACTS ARE MADE (I.E. TELEPHONE, PERSONAL OR WRITTEN), WITH WHAT UNITS AND AT WHAT GRADE LEVELS.

VERY FREQUENT CONTACTS ARE MADE WITH THE CHIEFS OF OTHER BRANCHES WITHIN CWL AND OUTSIDE, MOST FREQUENTLY WITH THE CHIEFS OF IOB, JUR, CONF., OFF. REL., EMP. REL., WORK. REL. ETC. AS MARIT'S RESPONSIBILITIES CUT ACROSS ALL LINES OF RESPONSIBILITY IN THE OFFICE, THIS IS REQUIRED. THESE CONTACTS ARE MADE BY TELEPHONE, IN PERSON AND IN WRITING, DEPENDING UPON WHICH MEANS SEEMS QUICKEST AND MOST EFFICIENT IN THE CIRCUMSTANCES.

20. PLEASE INDICATE THE PURPOSE AND FREQUENCY OF THESE CONTACTS.

THESE CONTACTS ARE CONSTANT.

21. IF THE JOB CALLS FOR REGULAR CONTACTS OUTSIDE THE ILO, PLEASE INDICATE HOW THESE CONTACTS ARE MADE AND WITH WHOM.

THE JOB CALLS FOR REGULAR CONTACT OUTSIDE THE ILO (AS EXPLAINED UNDER QUESTION 1), PARTICULARLY WITH REPRESENTATIVES OF THE EMPLOYERS AND WORKERS AND WITH OFFICIALS IN OTHER SPECIALISED

AGENCIES.

2. PLEASE INDICATE THE PURPOSE AND FREQUENCY OF SUCH OUTSIDE CONTACTS.

CONSTANT - AT LEAST WEEKLY AND USUALLY MORE FREQUENT.

23. DOES THE JOB CARRY DIRECT RESPONSIBILITY FOR PROGRAMME RESOURCES? IF SO, PLEASE SPECIFY THE MOUNT IN DOLLARS.

YES. DURING THE PRESENT BIENNIUM OF \$187,678.

24. DOES THE JOB REQUIRE THE SUPERVISION OF THE WORK OF OTHERS?

YES.

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(A) IF YES, BRIEFLY DESCRIBE THE TYPE OF WORK AND INDICATE THE NUMBER OF PEOPLE AND THEIR GRADES.

THREE PROFESSIONALS, I.E. W P.4S 1 P.2

TWO GENERAL SERVICE, I.E. 1 G.6 1 G.3.

WHILE ONE OFFICIAL MAY BE DIRECTLY RESPONSIBLE UNDER THE CHIEF FOR DOCKERS' QUESTIONS, AND ANOTHER FOR SEAFARERS' AND FISHERMEN'S QUESTIONS, ALL MEMBERS OF THE BRANCH MUST BE VERSATILE AND PREPARED TO GIVE PRIORITY ATTENTION TO THE MAJOR EMPHASIS AT A GIVEN TIME, E.G. PREPARATION OF REPORTS FOR MEETINGS, SUPERVISION OF TECHNICAL CO-OPERATION PROJECTS ETC.

(B) WHAT PERCENTAGE OF THE WORK IS SIMILAR TO THAT OF THOSE SUPERVISED?

ABOUT 25 PER CENT.

END TEXT. CATTO

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: EMPLOYMENT
Control Number: n/a
Copy: SINGLE
Sent Date: 18-Jan-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01-Jan-1960 12:00:00 am
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
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Handling Restrictions: n/a
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Office: ACTION IO
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 11
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 77 GENEVA 9725
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 27-Sep-2004 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3574860
Secure: OPEN
Status: NATIVE
Subject: ILO: JOB DESCRIPTION FOR POSITION OF CHIEF OF MARITIME WORKERS BRANCH
TAGS: ELAB, PORG, EWWT, US, ILO
To: STATE
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/3c8047d5-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009